

<p style="text-align: center;">CITY OF BEAVERTON Public Works Director</p>
--

General Summary

Manage the activities of the City's Operating Engineering and Site Development functions. Direct the operations of the public works department, including the management of many disparate activities. Serve as technical advisor to the Mayor, City Council and staff relative to capital projects for the development and improvement of the City's infrastructure. Direct the operation and maintenance of the City's water supply, water distribution, sanitary sewer, storm water and traffic management systems.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Direct and manage departmental operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's Senior Management Team. Evaluate performance and program effectiveness and initiate action for improvement as necessary. Authorize payments to contractors and consultants.
2. Provide direction to staff to ensure City goals and objectives are met. Develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices. Respond to employee grievances and coordinate disciplinary processes as required by the collective bargaining agreement and City policy.
3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
4. Provide technical assistance and interpretations to the Mayor, City Council, Boards and Commission and local citizen committees regarding issues affecting operations, engineering, site development and maintenance. Attend meetings as necessary to address concerns.
5. Provide strategic leadership and direction to the City in public works areas serving as advisor to elected officials. Assist and advise other departments in related matters.
6. Supervise engineering functions including site development, infrastructure development, capital improvement construction projects, transportation/traffic, sanitary sewer and water/storm systems design. Direct special, high visibility projects.

7. Coordinate the administration of the City's codes related to public improvements, utilities and construction activities including the Engineering Standards of the City. Provide support to the Code Advisory Committee, Development Liaison Committee and Traffic Commission.
8. Serve as a liaison with neighborhood, development and business communities to promote high quality engineering and construction projects; to provide advice on City priorities and interests and to provide solutions to engineering and construction related problems.
9. Work directly with citizens, citizen groups and contractors as necessary to establish cooperative working relationships. Investigate citizen complaints related to operations and maintenance projects and provide necessary responses.
10. Represent the Public Works Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings. Serve as the official appointee to inter-agency groups involving capital improvement projects, transportation, water/storm drainage and sanitary/sewer engineering related issues and water system operations and maintenance. Provide advice on legislation and initiatives. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees satisfy departmental safety and loss control standards.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and principles related to the operation and maintenance of public utilities systems operations, maintenance and repair.
- ◆ Working knowledge of civil engineering design and drafting theory and principles.

- ◆ Expert knowledge of public works, facilities, utility operations and maintenance.
- ◆ Advanced knowledge of emergency management and the Incident Command System.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to public works, facilities, utility operations and maintenance.
- ◆ Expert knowledge of practices and principles of public/business administration and decision-making.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.
- ◆ Advanced knowledge of the laws and regulations governing public engineering and construction.
- ◆ Advanced knowledge of water distribution systems operations and maintenance.

Skills/Abilities Required

- ◆ Expert skill in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a multi-faceted department with employees in dispersed areas.
- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop highly productive teams.
- ◆ Expert ability to effectively manage multiple programs and the related staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in civil engineering, construction management, business/public administration, or related field, and 12 years progressively responsible experience in public works operations and maintenance or multi-faceted organization, including five years in a senior management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Professional Engineer registration desirable.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; routine management of difficult situations and individuals; regular attendance at meetings or activities outside of normal working hours; infrequent exposure to heavy equipment, noise, inclement weather, and usually by choice; weekly operation of a motor vehicle on public roads.

Classification History

Created: July 2006

Revised: 1/1/09

Status: M1

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date